TRAIN Florida hosted courses that offer a certificate of completion will automatically save to the My Certificates tool located in the TRAIN Florida learner's Dashboard. **NOTE:** Not all courses in TRAIN Florida offer certificates of completion.

TRAIN Florida also provides access to courses that are hosted by external sources and are completed outside of the TRAIN system, such as CDC Immunization courses.

These external sources often offer a certificate of completion. The certificates may be emailed or downloaded by the learner upon completion of the course. Once the learner has completed a course on the external site, and recorded the completion in TRAIN Florida, the certificates can be uploaded and saved to the completed course on the learner's TRAIN Florida transcript. This will allow the VFC Program to track required CDC training to ensure that proper credit is given. The certificates can be added at any time after completion of the course.

The following steps show how to upload the training certificates for your completed TRAIN Florida, externally hosted courses.

Step 1: Log in to TRAIN Florida.

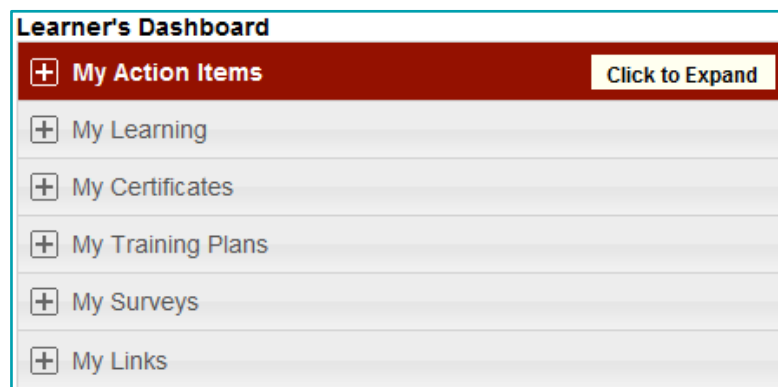**Step 2:** On your TRAIN Florida home page, locate your **Learner's Dashboard** (Fig.1).

Figure 1

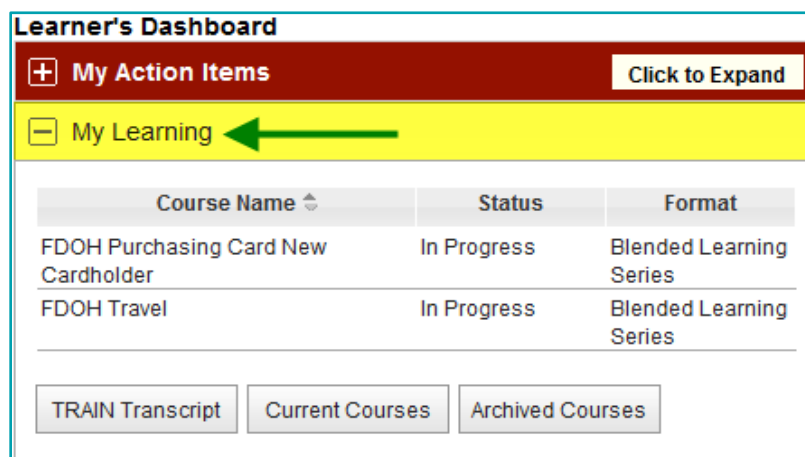**Step 3:** Click on the **My Learning** tile to open the menu (Fig. 2)

Figure 2

Step 4: Once the My Learning menu is opened, click on the **TRAIN Transcript** button (Fig. 3).
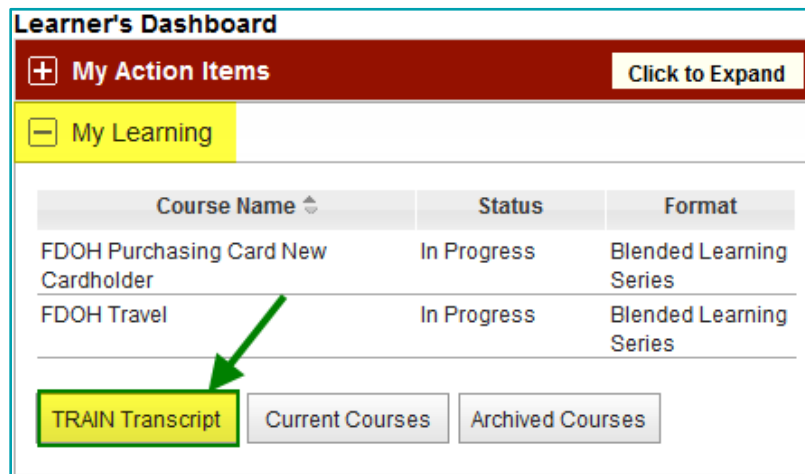

Figure 3

Step 5: After clicking the TRAIN Transcript button, you will be directed to your **Transcript** page (Fig. 4). Locate the externally hosted TRAIN Florida course on your Transcript page. To upload your certificate of completion for this course, click on the **Upload External Certificate Button**.
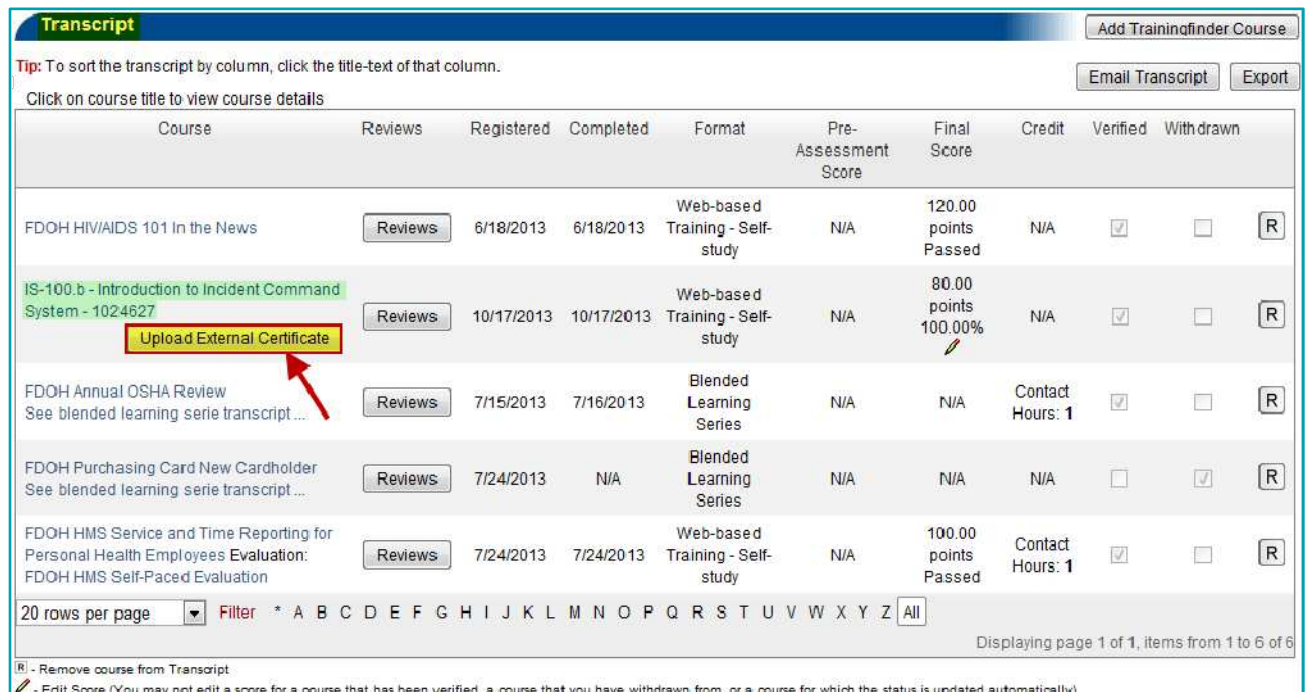

Figure 4

Step 6: After you have clicked the Upload External Certificates button, an **Upload Certificate** pop-up window will open over the Transcript page (Fig. 5). Enter the **exact title** of the externally hosted course in the **Title** field, this is a required field. Next, click the **Browse** button, to locate your certificate.
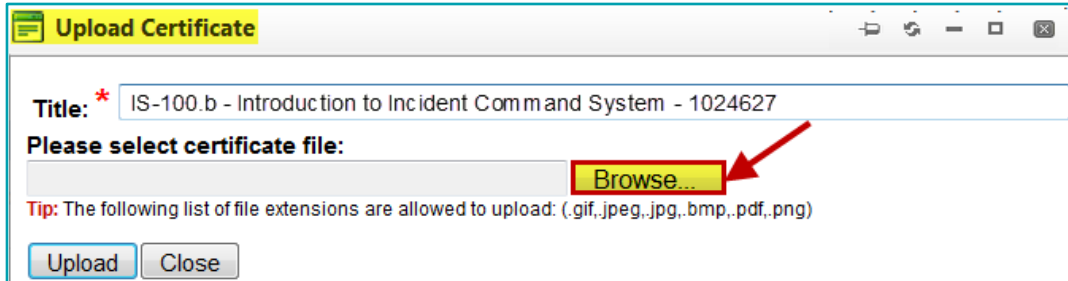

Figure 5

Step 7: After you click the Browse button, a **Choose File to Upload** pop-up window will open (Fig. 6) over the Transcript page and Upload Certificate window. Locate the certificate file on your computer or network. Click on the file to populate the **File name** field. Next, click on the **Open** button.
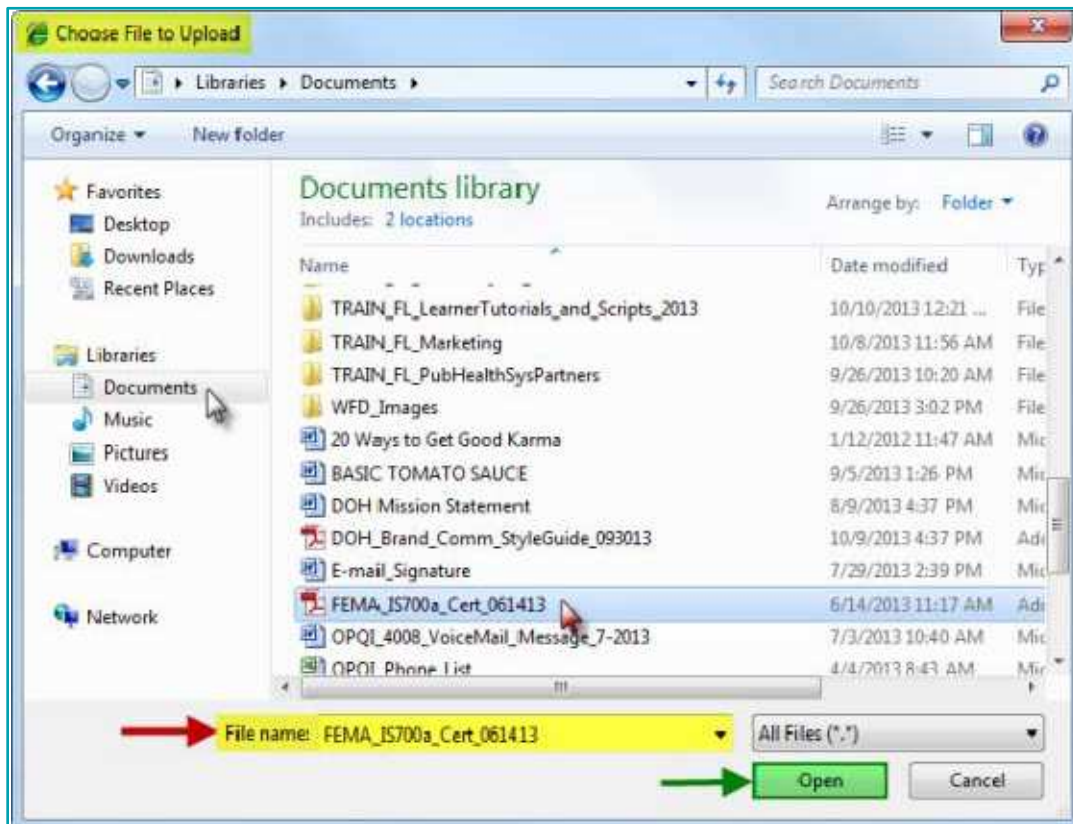

Figure 6

Step 8: After clicking the Open button, the Choose a File to Upload window will close, and the certificate file path will be in the **Please select certificate file:** field (Fig. 7). To upload the certificate to your course, click the **Upload** button.
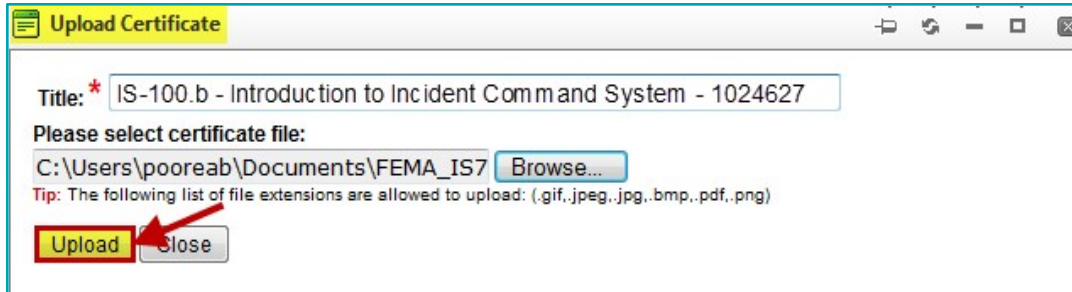

Figure 7

After clicking the **Upload** button you will see a pop-up window (Fig. 7a). The window states "External certificate for this course has already been uploaded." This means you have successfully uploaded your certificate.
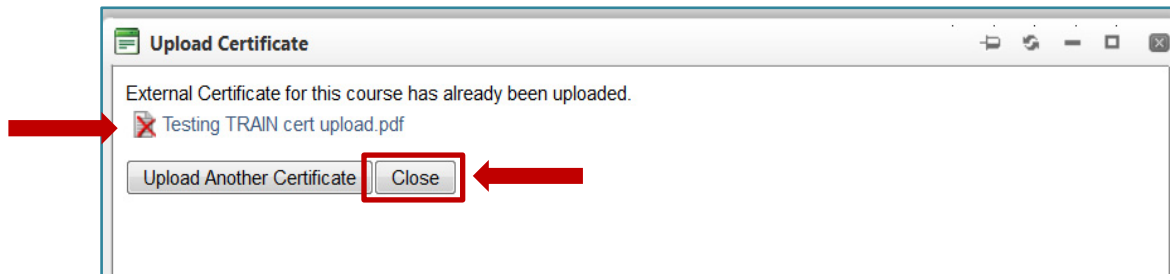

Figure 7a

Note: In the event that you have uploaded the wrong certificate, you can click the red "X" to delete the incorrect file and perform the upload again.

Click **close.** The certificate is now uploaded to your TRAIN Florida transcript.

Step 9: Once the certificate has been uploaded, a **pop-up window** will open. It confirms the upload of the external certificate, and gives the option to go directly to the Certificates tool and print your certificate, or print the certificate later (Fig.8).

If you choose to click the **No Thanks, I'll print my certificate later** button, the window will close, and you will be back on the Transcript page. The certificate will be available in the My Certificates feature in your Dashboard.
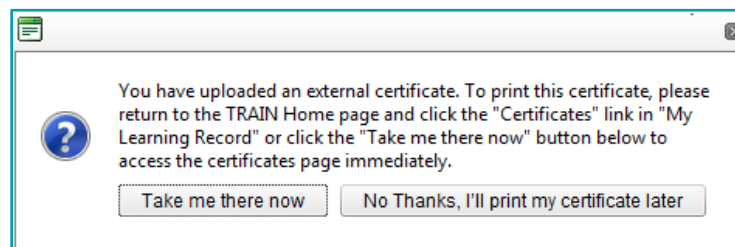

Figure 8

Step 10: **If you choose to print your certificate,** click the **Take me there now** button (Fig. 8). You will be directed to the **Certificates** page (Fig. 9). The certificate will be listed with the course under the Certificate column. Locate the certificate title (which carries the tag Externally uploaded). To print the certificate, click on the **certificate title**.

Course ▲	Registered	Completed	Format	Score	Credit	Certificate
Excel 2010 keyboard shortcuts I	8/20/2013	8/22/2013	Web-based Training - Self-study	100 points 100%	Contact Hours: 1	Excel 2010 keyboard shortcuts I (Non-TRAIN course)
FDOH Annual OSHA Review	7/15/2013	7/16/2013	Blended Learning Series	N/A	Contact Hours: 1	FDOH Required Certificate
FDOH HIV/AIDS 101 In the News	6/18/2013	6/18/2013	Web-based Training - Self-study	120 points	Not Available	FDOH Required Certificate
FDOH HMS Service and Time Reporting for Personal Health Employees	7/24/2013	7/24/2013	Web-based Training - Self-study	100 points	Contact Hours: 1	FDOH Recommended Certificate
IS-100.b - Introduction to Incident Command System - 1024627	10/17/2013	10/17/2013	Web-based Training - Self-study	80 points 100%	Not Available	IS-100.b - Introduction to Incident Command System - 1024627 (Externally uploaded)

Figure 9

Step 11: After you click the certificate title, a **File Download** pop-up window will open (Fig. 10) over the Certificates page. It will ask "Do you want to open or save this file?" and will list the Name, Type and source (From) of the file. To print the certificate, click on the **Open** button.

Figure 10

Step 12: After you click the Open button, the certificate .pdf file will open in a new window (Fig. 11). From this window you will only have the option to view and/or **print** this document. **To print the certificate**, click on the **print icon** 🖨 in the menu bar, and follow your local printing instructions.
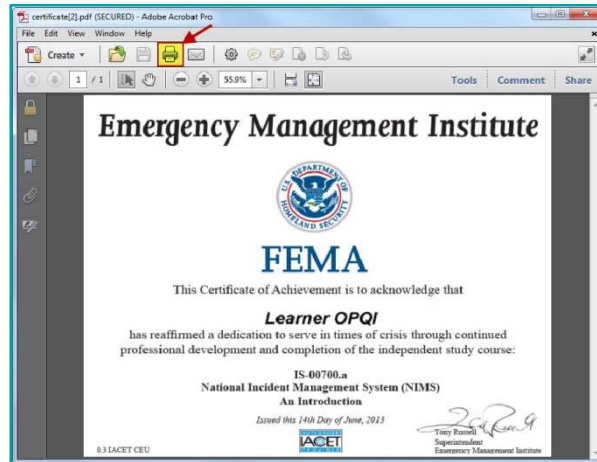

Figure 11

Step 13: If you have chosen not to print your certificate at the time of upload, you can access and print your certificate at anytime from the **My Certificates** tool, in your learner Dashboard (Fig. 12). Locate the title of your certificate, click on the **print icon** 🖨 and follow your local printing instructions.
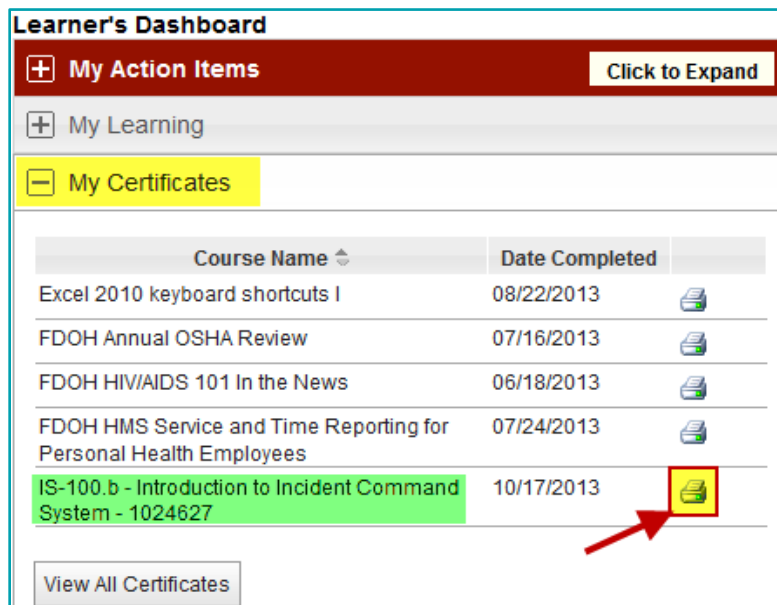

Figure 12

Congratulations, you have now uploaded your certificate to TRAIN Florida!